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## ***MEETING MINUTES***

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### **March 27, 2008**

A meeting of the Idaho Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field Building 440 Room 276. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. A quorum was present.

#### **Members Present:**

- Chair, R. Mark Lockwood, Idaho Chief's of Police Association
- Vice-Chair, Lorin Nielsen, Idaho Sheriffs Association
- Michael Candelaria, United States Department of Interior
- Jay Christensen, Idaho Department of Corrections
- Dia Gainor, Idaho Department of Health and Welfare
- Greg Laragan, Idaho Transportation Department
- Shawn Larsen, Association of Idaho Cities
- Mike Key, Idaho State Police **Proxy for Jerry Russell**
- Bill Shawver, Bureau of Homeland Security
- Mark Wendelsdorf, Idaho Fire Chief's Association
- Chris Wright, Fish and Game - **Proxy for Jon Heggen**
- Joe Young, Idaho Association of Counties
- Dodie Collier, Project Manager

#### **Others Present:**

- Gayle Alvarez, Idaho Military Division
- David Anderson, CTA Communications
- Russell Bundy, Ada County Sheriff's Office
- Kit Eldredge, M/A-Com
- Caryl Frasier, Idaho Department of Corrections
- Mickey Flores, Gem State Communications
- Cheryl Giggetts, CTA Communications
- Eddie Goldsmith, IECC 911 Project Manager
- Ed Hagan, White Cloud Communications
- Matt Howarth, Motorola
- Keith Hyde, US Army Corp of Engineers, Lucky Peak Res
- Nicola Jansen, Ada County Sheriff's Office
- Kirby Ortiz, Gem State Communications
- Lex Rutter, GEO-Communications
- Les Shadduck, Retired
- Gary Stenzel, Lewiston/Nez Perce County
- Representatives from INL – via telephone bridge

## **Review & Approve Minutes—Chair Lockwood**

Lockwood asked for a review of the February minutes.

**Motion: Larsen moved and Wendelsdorf seconded that the February minutes be approved as amended. The motion passed by a unanimous vote.**

Lockwood asked for a review of the December and January minutes.

**Motion: Nielsen moved and Young seconded that the December and January minutes be approved as previously amended. The motion passed by a unanimous vote.**

## **Office for Performance Evaluation Report (OPE) Mark Lockwood**

The report has some good information in it and at the same time there are other items that need clarity and I did submit a response to it. It reflects well upon the SIEC with what we have accomplished and where we are headed. A copy of the report is on the OPE website for those who did not receive a copy of it. He then asked Bill Shawver for his input.

Shawver stated that the people involved did a very thorough job for the amount of time they had to work with. They will be following up within a year to ensure the various parties are doing what they need to be doing. It is a good road map for the future. Shawver also recapped the purpose of the Public Safety Communications Governance Council for those who missed his previous reports. The Public Safety Communications Governance Council was just formed by an Executive Order signed by Governor Otter. Their first meeting will be on April 22, 2008.

Lockwood then turned the floor over to Cheryl Giggetts and David Anderson for an update on the CTA.

Cheryl Giggetts reported on what has been accomplished. We have visited every county and created interview records so those interviewed can review them and agree with what was said/recorded. We have also created final documents which we have provided Dodie copies of. We also completed some operational site surveys. We went to all of the communication centers to see what type of equipment they have and how they are using the technologies so we can see where they need to go in the future.

We have also produced an operational on-line survey and requested approximately 600 individuals to participate. Approximately 50% of those requested have responded which is a very good response. As such, we have extended the response deadline to 31 March.

We have also produced a technical survey which was sent to one technical contact in each county and a few selected individuals around the state. It asked about locations and types of sites to include what type of equipment is located there. The response deadline on this survey was also extended to the end of March.

We will be providing a Preliminary Assessment to you towards the end of May. This will be regarding where we are in the process, what we are finding and what kind of analysis we will be able to give you. A draft Assessment Report will be provided to you towards the end of June. You will be able to analyze it and provide us feedback information. A Conceptual Design

document will be available mid July. This will provide information on where you are today and this is where the various counties are looking to go in the future and how it can be pulled together into a statewide conceptual design. Both will be combined and finalized and will be available towards the end of August.

The other half of our work is the design build RFP document. A draft copy of that will be available by the end of August or first part of September. A final copy should be available sometime in October.

David Anderson reported on the completion results.

We have completed 79 interviews, at least one in each county, some state agencies and Tribes. BHS Field Officers helped coordinate the meetings and interviews; they did a great job. We also completed 53 Dispatch Site surveys which are to access the operations of the centers and how well they are functioning as well as their facilities and equipment. The Operational Web base Survey as previously mentioned is open until March 31<sup>st</sup>. We have received 292 responses and this includes at least one person in each county. We are also working on a Technical Site Survey. We are working to gather information from at least one expert in each county on their local site. We also have a pretty good handle on the 100+ state owned tower sites, the mountain top radio tower sites. This has helped provide information on the 200+ local tower sites that can be added to the group of potential tower sites for a state wide design of interoperable radio system.

INL requested that they be included in the process as they have input they would like to provide. Collier will coordinate the contact information exchange.

#### **SIEC Technical Subcommittee Update Lorin Nielsen**

The subcommittee has reviewed plans for Butte, Cassia, Power, and Lewis; several other counties and one tribe have plans currently under review by the committee. The committee feels that the four named counties have met the requirements and now asks the SIEC to approve their plans.

**Motion: Larsen moved and Gainor seconded that the four plans be approved. The motion passed by a unanimous vote.**

Bill Shawver, filling in for John Parker, briefed the council on where the state is at on previously discussed items.

In the past, BHS has made decisions on spending federal grant dollars in support of counties and interoperable comms. There has not always been transparency with the SIEC and the plans they have approved outside the PSIC grants. When the Governor and Legislature moved public safety communications into the Bureau, the criteria used by BHS in leveraging federal grant dollars has not always been the same as that used by SIEC on the PSIC grants. We are now all using the same set of criteria used for the PSIC grant process. As we work with counties and find funds that the counties have not been able to expend, we collect the funds back and using the PSIC grant criteria, reevaluate where those dollars need to go. This has made available 2005 grant monies for two of the counties on the PSIC grant list, those being Teton and Iona. These are for projects previously approved by the SIEC. Those entities below the red line, those who were not able to receive funding during PSIC, may now be able to receive the funding. Vendors

are interested in being involved and are being referred to the various counties. BHS is not required by federal guidelines to ask SIEC's permission to spend those federal dollars but Chairman Lockwood will be involved in the process. The only requirement is that an approved communications plan be in place. In addition, as was the case with the PSIC grants, there will be times that a decision must be made within a very short timeframe. Lockwood added that this information just came to light yesterday. In addition, a Vendor panel is being formed and will hopefully be ready to establish by May's meeting.

### **Funding Subcommittee Brief Shawn Larsen**

The funding subcommittee has been asked to investigate pursuing that funding known as "earmarks" that are made available through the Congressional delegation. We need to have a specific project and dollar amount in mind to apply for these as everything is written in as a line item on the appropriations bill. There is also a three-year time frame for funded project completion. We should have the application completed by December and we should probably involve the Governor's office and get letters of support from some of the various agencies. I recommend we take one of the projects on the conceptual designs and make that our request.

Collier has completed applications such as this in the past and the SIEC also has funds available to hire assistance if needed to complete the application. Collier offered to work with Larsen to assess the process and come up with a plan on how to approach the goal, but cannot participate in lobbying activities. This should be able to be accomplished within a couple of weeks. Larsen also wants to make immediate contact with the Governor and the Congressional Delegation and let them know that we will be making the request for the 2009 budget. Collier stated that there is a list of projects on file that the Council can consider. Laragan cautioned that often times when funds such as this are given, there are governing restrictions attached to it. In addition, the amount received is not always the amount that was requested. Larsen recommends that the application be complete by December 15 and will begin the process.

### **Emergency Communications Brief Eddie Goldsmith**

House Bill 447 is headed back to the Senate for a second reading; from there it goes back to the House. It has been amended; the amendment puts the requirement at the County Commissioner level to determine if they want to go with the 25¢ increase. If it goes through, it will be up to the counties to pass an ordinance to collect the additional funds.

Northern Idaho is finally progressing. Verizon is going to provide a tariff quote within 10 days regarding a selective router for the northern part of the state. If they fail to provide a quote, the ECC will look at other options. Qwest does have a selective router in Washington which can be used, however, tariffs would need to be defined before it could be used. Sometime in May I will meet with all the counties involved to see what other issues need to be addressed. A flat rate of 25¢ per mile is available from a service provider statewide and Verizon was told this. Prices vary from 25¢ to \$3.96 depending on the phone company. If we can leverage them to adopt a statewide tariff, that is the direction we want to go. The Public Utilities Commission can be of assistance but their assistance is based on whether the phone company comes under Title 61 or Title 62.

Our next ECC meeting is in Orofino on April 10 at the Best Western there. It will be a daylong event with the ECC meeting in the morning and training in the afternoon. Some of the training

subjects are MSAG to Basic to Enhanced to Phase II, IDAPA 38 the grant procedures for the ECC, and House Bill 447. Please let me know if you plan to attend as we need to provide a headcount for refreshment purposes.

### **SIEC Membership Review Mark Lockwood**

We are working on filling the vacancies but the decisions are currently in the Legislatures hands; we hope to move forward within the next two weeks. Currently, the By-Laws don't match what the statute says. We are attempting to get with the AG's office but with the Legislature in session that has been difficult. Collier will work on an updated listing of membership expiration dates.

Lockwood turned the floor over to Collier for an update on her efforts. Collier reported that her work area is under construction and as such she is working from home and or the Meridian location. The SIEC will be represented at the April 08 ECC meeting. More information will be forthcoming but we are also working on getting on the agendas for the Idaho Sheriff's Association, the Idaho Association of Counties and the Association of Idaho Cities. That way we can provide updates throughout the year. Collier met with the Oneida County Commissioners on Tuesday to answer their questions and they are very interested in participating with what is happening statewide. Young stated that Col Shawver and General Lafrenz spoke to the Association of Counties. They were well received and I continue to receive comments about it.

### **Open Comment Period**

Matt Howarth with Motorola briefed on the situation with their cell phone service. Our management has decided to break Motorola up into two pieces. One piece is the cellular handset business, the other is everything else. From a public safety communications perspective this will aid us in providing better products and services to the public; Motorola is not going out of business.

Dia Gainor reported that the EMS bureau is within days of announcing an opportunity to EMS agencies to acquire P25 compliant radios, mobiles, base stations or associated two-way radio equipment that benefits local EMS agencies. The amount available is \$360,000. We will require that the applicant be in a county that has an approved interoperable communications plan and will require documentation regarding their conformity to that plan. Our state public health friends are the ones making the funding available. Our Bureau will be sending certified mailings to the 196 local EMS agencies in the state announcing the opportunity. We are waiting for one last approval before we launch the mailing early next week.

Collier provided a PSIC Update. We submitted a plan and investment justification. We received the plan back for adjustment and there were only two minor items that needed correcting. I turned it around that afternoon and am waiting to hear back. We should know more by the end of April.

**The next SIEC meeting will be held on April 24, 2008 at Gowen Field, Bldg 440, Room 276.**

**Motion: Larsen moved and Nielsen seconded that the Council adjourn. The motion passed by a unanimous vote.**